

# Project Proposal Guide

Name \_\_\_\_\_

Project \_\_\_\_\_

*Follow this guide as you write the proposal for your next project. Remember that a thorough, detailed proposal will lead not only to approval by the advisors but to a successful project!*

1. Write a **Rationale** in a narrative style explaining your project topic and why you want to study it. Include how this topic benefits you: How does it help to achieve short-term and/or long-term goals? What standards will it meet? On what skill(s) will you focus during the process (see Rubric)?
  - 50-100 words, 12-point font (such as Times New Roman or Helvetica) and double-spaced
  - Submit for parent and advisor approval

I have read and discussed with my child the Rationale behind this project topic, and I approve further study.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and discussed the Rationale behind this project topic, and I approve further study.

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Complete five to ten hours of **Preliminary Research**.
  - a. Read at least one general overview of your topic to gain broad-scale understanding. (Try an encyclopedia.)
  - b. Create a web of subtopics, related issues, causes/effects, etc.
  - c. Generate a list of open-ended questions that will guide further research.
  - d. Gather relevant sources.
  
3. Schedule and prepare for a **Proposal Meeting** with your project team.
  - a. Have all project forms in binder: Proposal Guide, Rationale, Project Checklist, Performance Rubric, and project time log.
  - b. Organize Preliminary Research; bring gathered sources.
  - c. Bring ideas for primary resources (experts, field trips, etc.).
  - d. Bring ideas for activities that might be a part of your project process.

Project Title \_\_\_\_\_

Credit proposed \_\_\_\_\_ Proposed length of project \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Team \_\_\_\_\_, Advisor

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